

## **WEST STREET SCHOOL BUILDING COMMITTEE MEETING MINUTES**

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Meeting Date: July 16, 2015

Location: 10-B West State Street

Members Present: Mark Bail, Chair of the West Street School Building Committee  
Joe Rokowski, Vice Chair, West Street Building Committee  
Emre Evren, Granby School Committee Member  
Judith Houle, Interim Superintendent of Schools  
Andrea Kennedy, West Street Building Committee Member  
John Libera, Chair of the Granby Finance Committee  
Chris Martin, Town Administrator  
Jim Morrissey, West Street Building Committee Member  
Lynn Snopek-Mercier, West Street Building Committee Member

Absent: Deborah Barthelette, Principal, West Street Elementary School  
Jennifer Fraser-Champagne, Principal East Meadow School  
Jim Pietras, Granby School Committee Member  
Ken Scully, Director of Maintenance, Granby Public Schools

Also in attendance: Alan Minkus, Colliers International  
Margo Jones, Jones Whitsett Architects  
Kristian Whitsett, Jones Whitsett Architects  
Lillian Camus

Mark Bail called the meeting to order at 6:35 p.m.

### Approval of May 21, 2015 minutes

Approval of the May 21 minutes was postponed.

### Approval of June 3, 2015 minutes

Mark Bail noted various changes that were made to the June 3 minutes.

Motion was made by Emre Evren and seconded by Andrea Kennedy to approve the June 3, 2015 minutes as amended. The June 3, 2015 minutes were approved unanimously as amended.

### MSBA – Preferred Schematic Design (PSR) Meeting Update

Alan Minkus distributed an updated PSR. Mr. Minkus reviewed the progress to date noting that the first schematic report was viable. A conference call is scheduled for tomorrow morning to go over the next steps. After the call the schematic design will be finished and they will get to their estimators by the end of October then back to the Committee with any issues.

### JWA – Schematic Design Update

Margo Jones gave an update on the schematic design. Ms. Jones reviewed the MSBA Facilities Subcommittee meeting on July 8, 2015. Kristian Whitsett noted the DEP did another inspection and saw that the additional repairs they requested were made.

Kristian Whitsett reviewed potential changes to the PSR plan. Notably, they moved shipping and receiving to the boiler room area for ease of deliveries. Mr. Whitsett said they looked at changing the size of the courtyard to be closer to what is currently at West Street. They are also considering opening up the hallways so they can look into the courtyard which will also maintain natural light in the cafeteria.

Emre Evren inquired if the busses would drop off students at the side of the building. Kristian Whitsett responded yes, they would. Mr. Evren asked if he's a student and is dropped off on the side, will he have to walk around to the front to get into the building. Mr. Whitsett responded, yes, he would. The hope is to have everyone enter in the front door for security reasons.

Margo Jones noted they moved the music room away from the reading room so acoustics wouldn't be an issue.

Kristian Whitsett introduced the idea of turning the gym at an angle instead of square for a better visual appearance of the building. Mr. Whitsett then reviewed various design plan options which involved various placements of the gym, music room, administrative offices, nurse's office and rest rooms.

Kristian Whitsett next reviewed four Massing options.

Chris Martin asked about the location of parent drop off vs. bus drop off areas, noting that it seems like a long walk for the student from the parent drop off. Judith Houle added the other concern she has is traffic. Kristian Whitsett explained the busses have their own entrance and exit. There is a covered overhang over the front door. Parents enter and exit in a separate area from where the busses are located. Andrea Kennedy noted most schools have two entrances. Alan Minkus suggested to identify the entrance and then protect the children from rain and snow with a covered walkway or something similar.

Kristian Whitsett reviewed multiple site plans which addressed traffic flow with regard to busses and parents.

John Libera asked if there are any issues with these plans in case of any emergency evacuations. Judith Houle responded that she does not see any issue with any of these plans.

Andrea Kennedy asked if we can switch where the busses and parents drop off. Judith Houle responded that might be a better option. The committee concurred with the change of bus and parent drop off areas.

Chris Martin asked where the snow would be piled during plowing operations. Margo Jones pointed out the designated areas for snow removal.

Chris Martin noted he likes Option 1B for the floor plan. Jim Morrissey indicated he thought Option 2A would be more appropriate. Judith Houle likes Options 2A or 2B.

John Libera asked what decisions are needed from the Committee tonight. Margo Jones asked for a general preference from the Committee. Alan Minkus asked they incorporate some of Option 1B into Option 2A including more covered walkways. Margo Jones will also incorporate the corridor in Option 2B.

Margo Jones asked Judy Houle if there something she would like to showcase in the entrance. Ms. Houle did not have anything specific.

Emre Evren inquired how the students would access the music area. Kristian Whitsett indicated the separate hallway noting there will be a wall between the music area and the gym.

Margo Jones asked if the Committee had a preference for the size of windows in the “jut out”, which are the shared spaces between the classrooms. Currently there is window seating in the plan. They will work on clarifying the windows.

Jim Morrissey asked which option plan should be used in the August mailing. Kristian Whitsett responded they should have a more concrete plan by the August 20, 2015 meeting.

Emre Evren asked what was the advantage of turning the gym on an angle. Kristian Whitsett responded if they rotated it straight and kept the width of the lobby constant then our square footage is over what we want it to be. Mr. Whitsett noted he also likes coming into a space feeling slightly constricted and then opening up. It also breaks up the large mass of the building visually and helps with the daylight into the cafeteria.

#### Public Outreach Update

Joe Rokowski reviewed a new K-6 School Outreach Activities and Plan. The sub-committee feels that the entire Committee needs to be involved in the outreach activities and plan from this point through the Town votes in February/March 2016.

John Libera suggested changing the name of the Town Leadership meeting to better reflect the purpose.

Lyn Snopek noted the schedule involves sending information mostly to people who have students in the schools. Joe Rokowski responded by saying that it appears that way because there are more existing events and venues scheduled in the schools, etc. Mr. Rokowski continued that we do need to be thoughtful get the information to people who do not have children in school.

Mr. Minkus mentioned there is money in the budget to do a mailing. JWA offered to help with the design work and the printing.

Joe Rokowski stated the following will take place and made reference to the one page document that the outreach Committee created to capture the plan and activities:

- A brochure will be created and mailed to all households in the next four to six weeks.
- Public Service Announcements (PSAs) will be done about every six weeks or so and be pushed out via channel 12 or 15. These will be five minute messages that provide facts and updates to the community.
- Andrea Kennedy will record the first PSA (public service announcement) in the next couple of weeks. She will use the same script that we used for the June 3 meeting.
- Jim Morrissey will create a second PSA probably late September/early October. A script and update will need to be created.
- Mark Bail will use existing script to create press releases and will push those to the Sentinel.
- The Committee will host a public outreach at the Senior Center in on November 5.
- The Committee will send out a second brochure in late November as by then we will have more info on the costs and tax impact.
- Another PSA will occur during that time period. Perhaps John Libera will do that PSA.
- Mr. Rokowski asked for a consensus from the Committee for Andrea Kennedy to start the first PSA. The committee agreed.
- Other plans will be to attend the parents' night at the various schools in September, attend and speak at the Fall Sports Banquet, speak to the Granby Music Parents, and the PTO in August.

Any other business to come before the Committee

None

Next Meeting Date

Thursday, August 20, 2015 at 6:30 p.m. at the East Meadow School Cafeteria.

Adjournment

Motion made to adjourn by Andrea Kennedy and seconded by Judy Houle. Approved unanimously and adjourned at 8:29 p.m.

Respectfully submitted,

Lillian Camus  
Recording Secretary